

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/02/15

CLOSING DATE: 07/14/15 (4:30 PM)

SCDC INTERNAL TITLE: CASEWORKER SCDC POSITION #: 012151
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: EVANS CORRECTIONAL INSTITUTION, BENNETTSVILLE (MARLBORO) LEVEL 2

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: NO
LEVEL: C SALARY RANGE \$ 028274 - \$ 044745 SCEIS POSITION #: 61021183

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED
PROGRAM EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:
ANY FOUR (4) YEAR COMBINATION OF EDUCATION, CORRECTIONAL AND/OR
PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:
EVALUATES INMATE RECORDS TO DETERMINE ELIGIBILITY STATUS FOR INSTITU-
TIONAL ASSIGNMENT, CUSTODY CHANGES, INTERSTATE COMPACT, DESIGNATED
FACILITIES, TRANSFERS, VISITATION, EMPLOYMENT AND TREATMENT PROGRAMS.
DEVELOPS, COORDINATES AND IMPLEMENTS AN EQUITABLE CLASSIFICATION
SYSTEM FOR A CASELOAD OF APPROXIMATELY 252 INMATES. CONDUCTS
PERIODIC REVIEWS AND EVALUATES THE PROGRESS OF INMATES. COUNSELS WITH
INMATES ON GENERAL INSTITUTIONAL ADJUSTMENT OR RELATED PROBLEMS.
RESPONDS ORALLY AND/OR THROUGH WRITTEN CORRESPONDENCE TO INQUIRIES FOR
INFORMATION ON INMATES BY DEPARTMENTAL OFFICIALS AND OTHER AGENCIES.
OPERATES THE CRT TO ASCERTAIN INFORMATION PERTAINING TO INMATE'S
SOCIAL, CRIMINAL, EDUCATIONAL AND FAMILY HISTORIES.

COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
APPROVED